



# CITY OF ATLANTA

## Job Announcement

### PERFORMANCE AUDITOR

**STARTING SALARY RANGE: \$ 46,530 – 59,200**

**SALARY GRADE: 24**

**Applications accepted from: December 05, 2005 until vacancy is filled**

#### **Minimum Job Requirements\***

Applicants for this position must have a bachelor's degree or master's degree from an accredited institution in business or public administration, social sciences, accounting, industrial engineering, statistics, or a related field plus one year of responsible professional experience in auditing; program evaluation; or financial, management, or operations analysis. Equivalent combinations of training and experience will be determined under prescribed guidelines. Applicants must have knowledge of quantitative and qualitative data analysis methods; knowledge of principles of effectiveness and efficiency; and strong writing, oral communication, and research skills. Applicants must be able to work well independently or on a team, and be able to plan and organize work to handle multiple projects and meet deadlines. Applicants must be proficient in the use of word processing and spreadsheet software, and have familiarity with database software. Knowledge of audit software (e.g., ACL, IDEA) is desirable. All applicants hired must possess a valid state of Georgia I D and original Social Security Card.

#### **Licenses and Certificates**

Employees in this position must be a Certified Internal Auditor or obtain the designation within 24 months of appointment. Substitution of other certifications will be considered depending on education and experience.

#### **Duties of the Job**

This classification is the first level in a three-level series of performance audit positions in the Office of the City Internal Auditor. Employees in this position plan and conduct performance audits in City government, including programs, functions, activities, contracts, and capital projects. Audits will typically assess whether programs and processes are achieving intended results, being conducted efficiently, and complying with laws and regulations. Projects often include complex data collection and statistical analysis. Duties include conducting planning research and interviews, developing audit objectives and work plans, collecting and analyzing information, developing audit findings and recommendations based on analysis, drafting reports, reviewing reports for accuracy and quality assurance, and conducting follow-up reviews of previous audits. Performance auditors work under the direction of an audit manager. Audits are conducted individually or by project teams, depending on project scope and time constraints.

#### **To Apply for This Position**

Submit a City application, resume and cover letter describing how your skills and qualifications meet the job requirements, transcripts of all undergraduate and graduate work, and proof of certification if applicable. Incomplete applications will not be considered.

Applications will be accepted weekdays during the hours of 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2120, Atlanta, GA 30303

Phone: (404) 330-6369

[www.atlantaga.gov](http://www.atlantaga.gov)

FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, age, national origin, religion, sexual orientation, or physical/mental disability (except where physical requirements constitute a bona fide occupational qualification).

**THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS WHOSE QUALIFICATIONS THEY DEEM MOST COMMENSURATE WITH THE POSITION. LETTERS WILL NOT BE MAILED TO INDIVIDUAL JOB APPLICANTS.**

**\*The examination for this job will consist of an evaluation of applicant training and experience. The selection process will include an oral interview and an assessment of analytic and problem-solving skills as demonstrated in written responses to questions based on a case study. Offer of employment is contingent upon the successful completion of background check, verification of qualifications, drug screen and physical examination.**